NEWLY ADVERTISED POSITIONS - FIJI SUN 18 JANUARY 2020

MOHMS 17/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Dental Officer - 19 posts
Salary Band:	Band H
Salary Range:	$34,760.31 -$44,564.50
Location:	CWMH [3]/Labada Hospital[2]/Lautoka Hospital[2]/Nausori Health Centre [1]/Raiwaqa Health Centre [1]/ Rakiraki[1]/Ba Health Centre [3]/Sigatoka [2]/Tavua [1]/Tukavesi [1]/Rotuma [1]/Savusavu [1]/
Unit/Division:	Various
Duration:	5 years
Reports to:	SDO / PDO / SDMO
Subordinates:	Instructor Dental Therapist / Dental Therapist / Dental Hygienist / Supervising Dental Technician / Dental Technician

The Position

1. The Dental Officer will provide Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic, Prosthodontics, Oral Surgery and Administrative Support services in Dental Clinics across the Ministry of Health and Outreach Services in Rural and Maritime areas.
2. A Dental Officer conducts the duties to the post with integrity and honesty while being an innovative member of a Dental Team unit providing support, training, coaching and mentoring to other Oral Health Staff and other members of the Health Team.
3. The Dental Officer oversees the daily functions of a Dental Clinic from the frontline desk obligations to the operations of the clinic, accountability of resources and consumables with the monitoring and evaluation of the various speciality areas assigned to them.
4. The Dental Officer monitors and reports staff whereabouts on a daily basis in the form of the time book, ensures that adequate staff and materials are in the clinical setup for usage each day and communicates well with the frontline staff on the situation of a day.

Key Responsibilities

1. The Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.
2. Demonstrates commitment to working to improve short and long term Oral Health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016- 2020.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal Oral Health patient outcomes and patient satisfaction.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage.
6. Sustaining and managing a workforce with discipline, etiquette and good customer focus.

Key Performance Indicator

1. All reports are submitted within the agreed timeframe and meet standard reporting requirements.
2. Number of active participations in Oral Health Promotional activities conducted as per relevant policies and guidelines.
3. Effective patient management and services are provided in compliance with relevant legislation, policy, and guideline within agreed time frame.
4. Effective and timely management of staff performance, consumable orders and equipment maintenance requirements.

Selection Criteria

The Person

In addition to a Bachelor in Dental Surgery, registered and holds a valid practicing licence with the Fiji Dental Council (FDC), the following Knowledge, Experience, Skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with the position and Code of Conduct.
2. Promotes, ensures, and monitors best use of resources and timely achievement of work outcomes.
3. Recognize and work within the limits of competence of a Dental Officer.
4. Experience in understanding Self-development, Team Development and approaches to effective continuous Professional Training.

Skills and Abilities

1. Demonstrate Clinical Competency according to the prescribed Scope of Practice.
2. Contribute towards Quality Improvement Programs.
3. Ability to communicate proficiently in English in both verbal and written.
4. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
5. Be able to motivate staff to work with one another to achieve common goals.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMS 18/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Position	Supervising Pharmacy Technician
Salary Band:	Band G
Band/Salary Range:	$28,605.45 - $38,140.60 per annum
Location:	Labasa Hospital [2]/CWM Hospital [2]/Lautoka Hospital [3]/ Savusavu Hospital [1]
Unit/Division	Central & Eastern Division
Duration:	5 years
Reports to:	Senior Pharmacist
Subordinates:	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

The Position

The Supervising Pharmacist is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering, stock rotation, stock replenishment and distribution
3. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
4. Prepare and submit unit reports
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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MOHMS 17/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Senior Pharmacy Technician
Salary Band:	Band F
Salary range:	$22,528.74 -$36,103.75 per annum
Location:	CWM Hospital [7]/Makoi Birthing Unit [2]/Sri Sathya Sai [1]/Labasa Hospital [3]
Unit/Division:	Pharmacy/ CWMH/Central Health Services/Labasa Hospital
Reports to:	Supervising Pharmacist
Subordinates:	Pharmacy Assistants

The Position

The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient, Inpatient or Paediatric Pharmacy. The position may also be required to work in Medicine storage and Distribution.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritisation
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. 1-2 years year experience in pharmacy practice including internship.
2. Sound knowledge and application of the relevant pharmaceutical laws, policies and guidelines.
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
4. Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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MOHMS 18/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Junior Physiotherapist
Salary Band:	Band F
Salary Range:	$22,528.74 - $28,883.00 per annum
Location:	Lakeba Hospital
Unit/Division:	Physiotherapy
Reports to:	The Divisional Medical Officer, Eastern Division The Sub Divisional Medical Officer, Lakeba
Subordinates:	Nil

The Position

The position provides Physiotherapy services in accordance with clinical standards and contribute to the development and effective function of the Department at Lakeba Hospital.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Actively participate in the corporate activities of the department, hospital and Ministry.
5. Provide data and complete Unit tasks within the agreed timeframe.

Key Performance Indicators

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.

Selection Criteria

The Person

In addition to Bachelor of Physiotherapy, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.

3. Knowledge of the Public service Code of Conduct.
4. Knowledge of the Hospital and Department administration protocols and plans.

Skills and Abilities

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.

Personal Character and Eligibility

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MOHMS 19/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role	Kitchen Hand
Salary Band	Band A
Salary Range	$4.60-$5.90 per hour
Location	Colonial War Memorial Hospital
Unit/Division	Foodservice Unit
Duration:	3 years
Reports to	Senior Dietician
Subordinates	Nil

The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Maintain the order and cleanliness of the kitchen's facilities up to Food safety and Hygiene standards in cleaning all kitchen surfaces, mop and sweep kitchen floors, put away dishes, pots and pans, organize food, clean out freezers, and remove trash.
2. Ensure the sufficient usage of food supplies and ingredients.
3. Assist line cooks in completing food preparation tasks, from organizing the refrigerator and freezer to chopping vegetables, washing fruit, defrosting meat. They may fully prepare dishes that require little to no cooking, such as salads.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.
5. Inventory stock take of supplies and food, ensuring that the kitchen always has accurate stock of everything.

Key Performance Indicators

1. Ensure the proper preparation of food as per the required standards of food preparation.
2. Maintain a hygienic work environment by proper cleaning and storage of utensils, equipment's, machine and working tools.
3. Ensure adequate use of all food supplies and ingredients issued for the day in compliance with Food safety and Hygiene guidelines
4. Contribute to the ministry's corporate functions and activities

Selection Criteria
The Person
In addition to the completion of Form Six Education or equivalent and any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. At least a year's experience in catering and foodservice or in a similar work environment
2. All round working knowledge in all areas of foodservice
3. Good knowledge of the standard methods and techniques of safe food preparation
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities
1. Ability to assist cook with the preparation of food to cater for special requests.
2. Ability to communicate effectively both verbal and written
3. Ability to work effectively within a team
4. Customer focus approach with commitment to supporting the operational goals of the organization

Personal Character and Eligibility
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MOHMS 20/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	$4.60 - $5.90 per hour
Location:	Colonial War Memorial Hospital
Unit/Division:	Hospital Services/Central
Duration:	3 years
Reports to:	Executive Officer [AMU]
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge of Occupational Health & Safety
3. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character and Eligibility

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MOHMS 23/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Hospital Orderly
Salary Band:	Band A
Salary Range:	$4.60 - $5.90 per hour
Location:	CWMH
Unit/ Division:	Hospital Support Services
Duration:	3 years
Report To :	Deputy Director of Nursing
Subordinates :	NIL

The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities

1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience and have knowledge of care giving in assisting the provision of patient care.
2. Understanding of OHS policy
3. Have the knowledge of the GWE working conditions 1988
4. Understand the legal and ethical issues with regard to patient care and patient information.

Skills and Abilities

1. Good Communication skills
2. Good command of English- written or oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace.
6. Preform and assist the nurse in the provision of all daily living activities with confidence and competence.
7. Performs with expectation to the duties assigned as stipulated

Personal Character & Eligibility:

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MOHMS 24/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Telephone Attendant
Salary Band:	Band B
Salary Range:	$5.37 - $6.89 per hour
Location:	Colonial War Memorial Hospital
Duration:	3 years
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to the Ministry corporate activities

Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reporting to be completed on a timely manner
3. Update activities and changes
4. Completion of other tasks as assigned

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints

4. Understanding of Occupational Health and Safety at workplace

Skills & Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility:

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MOHMS 25/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Cook
Salary Band:	Band B
Salary Range:	$5.37 - $6.89 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Foodservice Unit
Reports to:	Senior Dietician
Subordinates:	Kitchen Hands

The Position

The incumbent is responsible for the preparation and presentation of meals, snacks and beverages for patients.

Key Responsibilities

1. Cook meals according to menus, special dietary or nutritional restrictions instructed by the Dietician, and numbers of portions to be served.
2. Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to a minimum and maintain routine meal schedules and serving times.
3. Complies consistently with healthy standard portion sizes, cooking methods, specifications, quality standards and food service rules, policies and procedures.
4. Maintains a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.
5. Follow and practice Hazard analysis and critical control points (HACCP).
6. Assist in food preparation and serving during off-peak periods as needed.
7. Actively contribute to the ministry and cooperate requirements including planning, budgeting, monitoring, record keeping and food services activities when required.

Key Performance Indicators

1. Maintain a hygienic work station by proper cleaning and storage of utensils, equipment's, machine, working tools and work area
2. Ensure proper usage and storage of leftover ingredients and meals in line with Food Safety standards
3. Ensure consistency of presentation, quantity (portion control) and quality of meals served
4. Must be service oriented and be able to comply with the Food Safety and OHS protocols and

guidelines.

Selection Criteria

The Person

In addition to the completion of Form Six or equivalent and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Cooking experience in any food service establishment
2. Knowledge of quality food preparation and presentation methods
3. Must have knowledge of food safety and hygiene.
4. Basic knowledge of receptive applicable laws of Fiji.

Skills & Abilities

1. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
2. Demonstrate good personal hygiene
3. Demonstrate ability to work under minimal supervision
4. Ability to work in a team
5. Ability to communicate both verbally and written
6. Ability to manage time effectively

Personal Character and Eligibility

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MOHMS 30/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Stores Attendant
Salary Band:	Band A
Salary Range:	$4.60 - $5.90per hour
Location:	Colonial War Memorial Hospital
Duration:	3 years
Unit/Division:	Stores Unit
Reports to:	Storeman in Charge

The Position

The position is responsible in assisting the Storeman In-Charge for all procurement and stores services.

Key Responsibilities

1) Provide support and Assist in the delivery of Procurement and Stores services at the CWM Hospital and Administrative Support for Household through the Storemen.
2) Ensure that Various Reports are updated and sent to internal and external stakeholders in a timely fashion and ensure that they have correct, quality and transparent records.
3) Maintain knowledge, goals of all organizational and Government rules and policies in regards to purchasing and Store keeping and also provide this rules to staff members and Suppliers in order to ensure that all contracts, agreements and dealings are in line with the Ministerial Goals and within the Procurement and Ministry of Health and Medical Service's Accounting Regulations.
4) Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
5) Actively communicate with internal and External Stakeholders across the agencies to provide governance and support good procurement practices.
6) Ensure that Proper Inventory controls are followed in line with Cooperate directives, Rules and Ministerial Goals so as to deliver Transparent, Quality and High Standards Services to within the Agency.
7) Ensure that Good Inventory Management practice, OHS compliance is followed within the Organization and effectively lead in the General Warehouse/Housekeeping Duties.

Key Performance Indicators

1. Ensure proper Inventory Management Practices are followed for Household/ New items Stores.
2. All procurement and stores responsibilities for Household/ New items and that all government Regulations are properly adhered to and delivered with agreed timeframes.
3. Participating in all Hospital organised corporate activities and social responsibility

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge & Experience

1. Proficient Knowledge of Procurement process
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Basic Knowledge of Surgical Consumables, Household, Stationary and Mechanical Materials.
4. Knowledge and understanding of supply chain
5. Experience in inventory control, storeroom or warehouse.
6. Understanding of inventory management
7. Knowledge of Basic Computer skill would be an advantage

Skills & Abilities

1. Good customer service skills
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to work in a team
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
5. Ability to work with minimum supervision.
6. Ability to follow instructions and meet set deadlines.

Personal Character & Eligibility:

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MOHMS 32/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Attendant Central Sterile Supply Department
Salary Band:	Band A
Salary Range:	$4.60 - $5.90per hour
Location:	Colonial War Memorial Hospital
Duration:	3 years
Unit/Division:	Central Sterile Supply Department
Reports to:	Nil

The Position

The position contributes and ensures the effective delivery of central sterile supply services.

Key Responsibilities

1. Provides effective disinfection and sterilisation services
2. Cleaning, packing and labelling of all instruments and equipment required for use by OT and Wards
3. Maintain a clean and safe working environment in accordance to OHS and Infection Control Policies
4. To maintain constant supply of autoclaved items (trays, delivery bundles, swabs, OT gowns, instruments, dressing packs) to the wards on a daily basis

Key Performance Indicators

1. Ensure proper Inventory management practices are followed for all central sterile supply goods and services.
2. Compliance to the central sterile protocol in patient's safety.
3. Compliance to Infection Control practice in sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Participating in all Hospital organised corporate activities and social responsibility

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Good knowledge of sterilisation and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent time management skills
2. Demonstrates effective communication skills
3. Ability to be an effective team member
4. Ability to communicate well

5. Ability to manage competing priorities

Personal Character & Eligibility:

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMS 33/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Handyman
Salary Band:	Band B
Salary Range:	$5.37 - $6.89 per hour
Location:	CWM Hospital, Suva
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Foreman
Subordinates:	None

The Position

The position uses a working knowledge of carpentry to conduct maintenance and repairing to customer and patients standards and to maintain those standards while upholding safety guidelines and complying with codes and regulations.

Key Responsibilities

The position will achieve its purpose through the following:

1. Assist Carpenter to Inspect premises to identify the need for repairing
2. Assist Carpenter to carry out repairs of all damaged building structures and furniture.
3. Actively contribute to all carpentry requirements of the hospital, including maintaining current structure and building status, surveying, scoping and estimating work activities where required
4. Provide exceptional customer service and advice for customers
5. Provide, maintain and safely store appropriate hand tools necessary for carpentry works.
6. Actively contributing to all cooperate requirements of the Ministry, including human resource activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Timely and accurate repairs of the hospital building structures and furniture. Submission of timely reports detailing achievements to management
3. Effective minor maintenance of all carpentry works in the hospital

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge & Experience

1. At least 2 years of working experience in the related field;
2. Possess working knowledge of Carpentry and Joinery or Building.
3. Demonstrated knowledge of occupation health and safety standards.

4. Wide knowledge of different kinds of carpentry and joinery work.

Skills & Abilities

1. Excellent communication skills and analytical thinking in solving complex problem to reach a solution;
2. Ability to work with minimum supervision;
3. Capable of working according to the allocated budget and timelines;
4. Capacity to utilize computer programs to support daily operations
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMS 34/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Position:	Handyman
Salary Band:	Band B
Salary range:	$5.37 -$6.89 per hour
Location:	Fiji Pharmaceutical & Biomedical Services Centre
Duration:	3 years
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position is responsible for the general maintenance and cleanliness of the Fiji Pharmaceutical Premises at all times and to ensure the safekeeping of cleaning gears and tools.

Key Responsibilities

1. Ensure cleanliness of premises and maintenance is attended to in a safe and timely manner upon request and according to the job sheet.
2. Landscaping the compound, planting and trimming of flowers and hedges.
3. Repair of minor carpentry and plumbing works.
4. Ensure that all tools under your possession are operated in compliance with OHS regulation.
5. Ensure that building materials are properly recorded and stored.
6. Ensure working equipment and tools are cleaned, stored in a safe and orderly manner and are in good working condition.

Key Performance Indicator's

1. Improvement to maintenance and cleanliness are implemented and completed in a timely manner.
2. All tools and equipment are properly maintained as per agreed arrangement.
3. Ensure Occupational Health Safety(OHS) compliance
4. Actively contribute to all corporate requirements of the Ministry, as and when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Vast experience in a similar work environment.
2. Basic knowledge and experience of electrical, carpentry, plumbing, general maintenance and landscaping.
3. Knowledge of proper handling and use of working materials [tools].
4. Basic knowledge of Occupational Health and Safety at the Workplace.

Skills and Abilities

1. Ability to plan and organise work in a timely manner.
2. Ability to communicate effectively both verbally and written.
3. Demonstrate the ability to effectively work within a team, with minimal supervision.

4. Ability to maintain consistency in attending to daily routine work
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/ corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

PROJECTS NEWLY ADVERTISED POSITION

MOHMSP 1/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	PATIS Plus Developers
Salary Band	Band E
Salary Range:	$19,041.75 - $24,412.50
Location:	Headquarters
Duration:	1 year
Unit/Division:	Digital Health
Reports to:	Senior Systems Analyst
Subordinates:	Nil

The Position

The incumbent will be responsible for ensuring smooth deployment of PATIS Plus and its interfacing applications in terms of proper training delivery and availability.

Key Duties

1. Conducting, administering and reporting of PATIS Plus Trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for PATIS Plus usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for PATIS Plus; consumables including printers, laminating machines and other equipment's.
4. Uploading Data into PATIS Plus upon requests from various users and verifying backups for PATIS Plus database.
5. Provide PATIS Plus user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Planning of PATIS Plus activities including trainings, ward audits, software and hardware availability in health facilities.
2. Ensure smooth deployment of PATIS Plus in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with PATIS Plus and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.

Selection Criteria

The Person

In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.
3. Experience in Microsoft (MS) Office.
4. Experience in using dash-board tools such as Sequel Server Reporting Services (SSRS).
5. In-depth knowledge of Software Development Life Cycle (SDLC) and experience in writing scripts for data migration & extraction.
6. Experience in working on Servers, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Experience in prioritising work assignments in a resource constrained environment.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ability to maintain confidentiality of information.
4. Demonstrated innovative skills with attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMSP 2/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Technical Support Officer (TSO) – Government Schemes
Salary Band	Band E
Salary Range:	$19,041.75 - $24,412.50 per annum
Location:	Headquarters
Unit/Division:	Digital Health
Duration:	1 year
Reports to:	Senior Systems Analyst
Subordinates:	Nil

The Position

The incumbent will be responsible for providing support, registration and reporting of all Government Schemes such as Free Medicine Program, Kidney Dialysis Subsidy Program and General Practitioner (GP) Scheme under Ministry of Health and Medical Services.

Key Responsibilities

1. Receiving forms and processing National Health eligibility Cards for the Government Schemes
2. Receiving and making calls for all Government schemes – attending all queries
3. Dispatching of cards to respective health centres
4. Preparing documents related to dispatching of cards
5. Helping out in other tasks assigned by Supervisors
6. Prepare reports
7. Data Entry
8. Dispense Free Medicines issued by Pharmacies (Central Division)
9. Create Digitized forms
10. Manage and design eSurvey on Qualtrics
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of all Government schemes - Free Medicine Program, Kidney Dialysis and GP etc
2. Ensure maximum verification for all applications with proper customer service practise.
3. Take project lead role for eHealth Applications.

Selection Criteria

The Person

In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in Customer Services.
3. Experience in applying research methodologies for innovative applications.
4. Experience in writing proposals, reports, documentation and project updates.
5. Experience in prioritising work assignments in a resource constrained environment
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ability to maintain confidentiality of information.
4. Demonstrated innovative skills with attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMSP 3/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Information Technology Support Officer (ITO) 5 Posts
Salary Band	Band E
Salary Range:	$19,041.75 - $24,412.50 per annum
Location:	Eastern, Western & Northern Health Services, Labasa & Lautoka Hospital
Duration:	1 year
Unit/Division:	Digital Health
Reports to:	Senior Systems Analyst
Subordinates:	Nil

The Position

The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in Ministry of Health & Medical Services (PATIS Plus, CMRIS, Laboratory Information Management System, Human Resource Information System (HRIS), Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.
8. Work closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

Selection Criteria
The Person
In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Experience in prioritising work assignments in a resource constrained environment.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ability to maintain confidentiality of information.
4. Demonstrated innovative skills with attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMSP 4/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Computer Operator (CO) 6 Positions
Salary Band	Band E
Salary Range:	$19,041.75 - $24,412.50 per annum
Location:	Headquarters, CWM Hospital, Fiji Pharmaceutical & Biomedical Services, Labasa Hospital, Lautoka Hospital
Duration:	1 year
Unit/Division:	Digital Health
Reports to:	Senior Systems Analyst
Subordinates:	Nil

The Position

The Systems Support officer is responsible to the Senior Systems Analyst through Systems Analyst Service Desk for:

1. Timely and quality execution of ICT Projects and activities as per Business Plan.
2. Ensure high level of Customer Satisfaction and adherence of 5S for ICT Operations.
3. Ensure improved management of client hardware and software, network, communications and other ICT Services.
4. Fully updated documentation including inventory, network, facility ICT details, etc.
5. Facilitate 1st Level Support for overall ICT including applications and escalate/consult for further assistance.

Key Duties

1. Provide day to day assistance to end users and record the actions.
2. Develop cost estimates, work plans, time schedules and make work assignments to meet objectives.
3. Conduct procurement for ICT Hardware and Services.
4. Provide technical report and conduct Board of Survey for ICT Hardware.
5. Organize and attend to trainings held for project updates and ICT Support.
6. Manage IT Projects and activities as directed by the Senior Systems Analyst.
7. Preparation of Service Desk and Project Update Reports on a timely basis.
8. Research and innovation of eHealth Technologies.
9. Update and Manage all day to day task on the Service Desk System.
10. Support of PATIS Plus, CMRIS, LIMS, HRIS, MSIS, Intranet and other in-house applications.

Key Performance Indicators

Performance will be measured through the following indicators

1. At least 80% of all helpdesk issues attended within the timeframe allocated.

2. All allocated activities within the ICT business plan completed and delivered as planned.
3. Completion of all required administrative task, reports and application support.

Selection Criteria
The Person
In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.:

Knowledge and Experience
1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Experience in prioritising work assignments in a resource constrained environment.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ability to maintain confidentiality of information.
4. Demonstrated innovative skills with attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

MOHMSP 5/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Community Rehabilitation Assistant (5 Positions)
Salary Band:	Band D
Salary Range:	$14,428.13 - $18,497.60 per annum
Location:	Nausori Health Centre, Rakiraki Health Centre, Tamavua Twomey Hospital, Tavua Health Centre & Valelevu Health Centre
Duration:	1 year
Unit/Division:	Community Rehabilitation/Public Health
Reports To:	The Medical Superintendent, & Sub Divisional Medical Officers
Subordinates:	Nil

The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self -reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person's interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
7. Assist the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
8. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child's education.
9. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
10. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Selection Criteria
The Person
In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience
1. At least 2 years' experience working with people with disabilities
2. Experience developing and providing person centred services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of the Rights of the Person with Disabilities Bill [2016] & United Nations Convention of the Rights of the Person with Disabilities.

Skills and Abilities
1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

PROJECTS RE-ADVERTISED POSITIONS

MOHMSP 6/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Community Rehabilitation Assistant
Salary Band:	Band D
Salary Range:	$14,428.13 - $18,497.60
Location:	Namaka Health Centre, Nadi
Duration:	1 year
Unit/Division:	Community Rehabilitation/Public Health
Reports To:	The Sub Divisional Medical Officer, Nadi Hospital & The Medical Officer, Namaka Health Centre
Subordinates:	Nil

The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self -reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person's interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
7. Assist the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
8. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child's education.
9. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
10. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience

1. At least 2 years' experience working with people with disabilities
2. Experience developing and providing person centred services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

Applicants for Employment in Ministry of Health and Medical Services must be Fijian Citizens, under the age of 55 years, in sound health, with a clear police record. The successful applicant will be required to provide medical certificate and police clearance as a condition of employment. The Ministry of Health and Medical Services is An Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.